

DEMOCRATIC BODIES SCHEME OF AUTHORITY

The Democratic Bodies Scheme of Authority aims to summarise the roles of each democratic function, body, or person of Christ Church Students' Union.

Article 17 Referenda	Article 18 Student Members' Meetings	Article 19 Company Law Meeting	Article 31 Board of Trustees	Article 48 Union Council	A Secure Petition of at least 200 Members	Board of Trustees and Union Council Chairs and Deputy Chairs	Leadership Team responsibilities	Union Staff responsibilities
<p>Elect office bearers of the Union:</p> <ul style="list-style-type: none">Sabbaticals;Elected Student Trustees; andPart-time Officers. <p>Approve policy, subject to Article 31.3.</p>	<p>Approve the minutes of the previous Meeting.</p> <p>Receive the report of the Trustees on the Union's activities since the previous Meeting.</p> <p>Receive the accounts of the Union.</p> <p>Approve the list of affiliations of the Union.</p> <p>Open questions to the Trustees by the Student Members.</p>	<p>The Trustees may call a Company Law Meeting at any time.</p> <p>A Company Law Meeting is likely to only be required where the Union wishes to pass a company law resolution (other than by way of written resolution) in accordance with the Articles and / or the Companies Acts, for example a special resolution to amend the Union's Articles of Association.</p>	<p>The Board's powers under Article 31.1 shall include but not be limited to responsibility for:</p> <ul style="list-style-type: none">the governance of the Union;the budget of the Union; andthe strategy of the Union. <p>The Board of Trustees may override any decision or Policy made by the Student Members at a Student Members' meeting, by Referendum or by Union Council which the Trustees Consider (in their absolute discretion) has adverse effects with regard to the following matters:</p> <ul style="list-style-type: none">Financial;Reputational; andLegal.	<p>Represent the voice of students.</p> <p>Scrutinise the work of the Sabbatical Officers.</p> <p>Set policy of the Union.</p> <p>Refer policy to referenda.</p> <p>Make, repeal and amend the Bye-Laws jointly with the Trustees.</p> <p>Establish Council sub-committees.</p>	<p>Call a Referendum to set Union policy.</p> <p>Trigger a Referendum as a Vote of No Confidence in a Trustee.</p> <p>Trigger a Referendum as a Vote of No Confidence in an elected officer.</p>	<p>Chair meetings of the Board of Trustees, Union Council, Members' Meetings.</p> <p>Plan the agenda for meetings of the Board of Trustees, Union Council, Members' Meetings.</p> <p>Act as independent and impartial in their duties, relinquishing the Chair in the event of a conflict of interest.</p> <p>Chairs Only vote in the event of a tie.</p>	<p>Represent the membership to the University, local community and national community and act as an ambassador for the Union and University.</p> <p>Implement policy approved by the Board of Trustees, Union Council or Referenda.</p> <p>Implement manifesto pledges.</p> <p>Union President University Governor</p>	<p>Implementation of the Articles of Association and Bye-Laws.</p> <p>Facilitation of all democratic structures.</p> <p>Assist elected officers to implement pledges and policy and draft policy for approval by trustees.</p> <p>Independently review the democratic and governance structures of the Union every two years to assess effectiveness.</p>

DELEGATION OF AUTHORITY

The Delegation of Authority has been created to support trustees and staff in the leadership and management of the Union by clarifying authority and responsibility and should be used as a tool to understand the decision-making process behind the leadership and management of the Union. The Delegation of Authority is a summary, and the responsibilities listed are not intended to be exhaustive and greater direction can be found in the Articles of Association; Bye-Laws; the Code of Practice for the Operation of the Students' Union, the Financial Memorandum, the role descriptions of elected officers, the job descriptions of Union staff, and other Union and University policies as appropriate.

	Chair and Deputy Chair of the Board of Trustees	Union President and other Presidents'	Board of Trustees	Finance & Risk Sub-Committee	Charitable Services Sub-Committee	Chief Executive Officer	Deputy CEO	Head of Business & Development
Good Governance	All - Champion the Union's stated Charitable Objects, Mission, Vision, and Values at all times, in all decisions and in all individual and collective actions							
	Lead the Board of Trustees Mentor and support new trustees Implement a performance management framework for the Chief Executive Officer Monitor and review the performance of trustees Monitor the governance function of the Board and sub-committee(s) and lead on reviews of effectiveness for these bodies	Participate in the Appointments Panel, according to the Articles of Association <i>Union President</i> Fulfil the duties as a Governor of the University (ex-officio)	Formally appoint new community, selected student trustees, and the University Trustee upon recommendation from the Appointments Panel Support the Chair of the Board Monitor compliance with governing documents Establish subcommittees to delegate authority Approve policies and procedures Renew the Articles of Association at least every 5 years Compile an annual report to Members	Monitor and ensure compliance with the Financial Memorandum	Monitor and ensure compliance with the Code of Practice for the Operation of the Students' Union and review at least every 5 years Review and update the Bye-Laws of the Union to ensure they support effective governance	Lead the recruitment process for community and student trustees, participate in the Appointments Panel for new trustees Induct, train, and brief new trustees Monitor changes to key legislation Review the Delegation of Authority annually at the June Board Review the Constitution of the Union, including all governing documents, before making recommendations to the Board of Trustees Review existing policy and draft new policy	Support the promotion and recruitment of new trustees Facilitate induction of new trustees Review the Constitution of the Union, including all governing documents, before making recommendations to the Chief Executive Officer Review existing policy and draft new policy	Monitor the governance function of the Board and subcommittees and support reviews of effectiveness for these bodies Approve the recruitment and selection process for student and community trustees Monitor the review the schedule for all policies and procedures Review existing policy and draft new policy

	Chair and Deputy Chair of the Board of Trustees	Union President and other Presidents'	Board of Trustees	Finance & Risk Sub-Committee	Charitable Services Sub-Committee	Chief Executive Officer	Deputy CEO	Head of Business & Development
Effective Democracy	All - Champion the Union's democratic structures and ensure we are always student-led and responsive and reactive to student wants and needs							
		<p>Fully commit and participate in the democratic functions of the Union, including scrutiny at Union Council</p> <p>Determine, along with Union Council, Union campaigning activity and lead on campaigns</p> <p>Facilitate and promote Union Council and student participation in democracy generally</p> <p>Union President Lead the democratic side of the Union as the 'first amongst equals'</p>	<p>Approve overarching principles of elections and election rules</p> <p>Establish KPI's for the Union's democratic functions</p> <p>Approve, jointly with Union Council, revisions to the Bye-Laws</p> <p>Ultimately approve all new policy and procedures</p> <p>Approve the Deputy Returning Officer's Report on the Leadership Elections</p>		<p>Review and update the Bye-Laws of the Union to ensure they support effective governance and democracy</p> <p>Take ownership of the Union's Democratic Policy Register and monitor implementation</p>	<p>Approve election rules (<i>subject to approval by Returning Officer</i>)</p> <p>Approve recommendations for revisions to the Bye-Laws to Union Council and the Board of Trustees</p> <p>Provide ongoing support for all elected officers of the Union</p>	<p>Act as the Deputy Returning Officer for elections</p> <p>Lead on the operation of and review of all democratic processes</p> <p>Plan and execute the Annual Members' Meeting</p> <p>Train and provide ongoing support for all elected officers</p> <p>Support Union Council in its operation, as well as any sub-committee(s)</p> <p>Propose revisions to the Bye-Laws</p>	<p>Support the promotion of full-time and part-time elections</p> <p>Promote the campaigning activity of the Union</p> <p>Provide ongoing support for all elected officers of the Union</p>
	Chair and Deputy Chair of the Board of Trustees	Union President and other Presidents'	Board of Trustees	Finance & Risk Sub-Committee	Charitable Services Sub-Committee	Chief Executive Officer	Deputy CEO	Head of Business & Development
Equality of opportunity and diversity	All - Champion the Union's Values and actively demonstrate individual and collective commitment to Equality and Diversity							
		Lead the creation of a positive culture of equality of opportunity and diversity	Overall responsibility for equality of opportunity and diversity	Receive and scrutinise engagement reports concerning the diversity of Union staff	Receive and scrutinise engagement reports concerning the diversity of our active members	Lead the creation of a positive culture of equality of opportunity and diversity	<p>Review annually the diversity of engaged members, and report on this</p> <p>Departmental responsibility for equality of opportunity and diversity</p>	<p>Review annually the diversity of the Board and staff, and report on this</p> <p>Review HR systems to ensure equality of opportunity and diversity</p>

	Chair and Deputy Chair of the Board of Trustees	Union President and other Presidents'	Board of Trustees	Finance & Risk Sub-Committee	Charitable Services Sub-Committee	Chief Executive Officer	Deputy CEO	Head of Business & Development
Strategy	All - Contribute to, champion and implement the Union's 2019-23 strategy, sub-strategies and supporting enablers, but always constructively challenge convention and accepted 'norms'							
	Support the President and the Chief Executive Officer in the implementation and review of the 2019-23 strategic plan and annual operational plans	Union President Lead on the implementation and review of the 2019-23 strategic plan with the Chief Executive Officer Lead on the collation of the Union's next strategic plan from 2023 onwards	Set and uphold the Mission, Vision and Values Shape, approve, and resource the strategic plan, operating plans, enabling strategies, KPI's Monitor the progress of the strategic plan, operating plans, enabling strategies and KPI's	Approve and review the 3 year financial forecast supporting the 2023-26 strategic plan	Approve engagement supporting strategies and research strategies Monitor the implementation of Student Segmentation	Lead on devising Union strategy after consultation will all stakeholders Lead staff to deliver the 2019-23 strategic plan, annual operating plans Lead the review of the progress of the strategic plan, annual operating plans	Devise the supporting strategies to deliver the overall strategic plan Deliver and monitor the strategic plan and KPI's at departmental level Monitor membership needs and ensure the strategic plan meets them	Devise the supporting strategies to deliver the overall strategic plan Deliver and monitor the strategic plan and KPI's at departmental level
	Chair and Deputy Chair of the Board of Trustees	Union President and other Presidents'	Board of Trustees	Finance & Risk Sub-Committee	Charitable Services Sub-Committee	Chief Executive Officer	Deputy CEO	Head of Business & Development
Health & Safety and Staff Wellbeing	All - Contribute to active health and safety management and the creation of a supportive, compassionate workplace that prioritises the wellbeing of staff, officers and volunteers							
	Lead, with the Union President, the creation of a positive culture of health and safety management	Union President Lead, with the Chair, the creation of a positive culture of health and safety management	Overall responsibility for health & safety Overall responsibility for safeguarding	In-depth responsibility for H&S Review the Health, Safety and Wellbeing Policy Receive an annual report on health & safety management	In-depth responsibility for safeguarding	Recommend health & safety procedures and management systems for trustee approval	Implement the Health, Safety, and Wellbeing Policy at departmental level Act as the 'Designated Person' for the purposes of safeguarding	Implement the Health, Safety and Wellbeing Policy at departmental level Responsibility for health & safety management as the designated Safety Officer Union representative on the University's Health & Safety Committee Compile the Health & Safety Annual Report

	Chair and Deputy Chair of the Board of Trustees	Union President and other Presidents'	Board of Trustees	Finance & Risk Sub-Committee	Charitable Services Sub-Committee	Chief Executive Officer	Deputy CEO	Head of Business & Development
Human Resource Management	All - Support the Union's 'People' strategic enabler, contribute to the Union's positive working and operating culture and engage with the Staff & Officers Working Together protocol							
	Performance manage the Chief Executive Officer Lead on the recruitment and selection for the Chief Executive Officer	Support a positive working environment	Approve recruitment and selection process for the Chief Executive Officer Approve the Chief Executive Officer's appointment Approve changes to organisational structure at management level Approve proposals for redundancies Disciplinary process at appeal stage for the Chief Executive Officer Approve alterations to employee policies (if material)	To review the reward package of the Chief Executive Officer at least every three years, to ensure it is competitive and cost effective; to make recommendations on the reward package as necessary to the Board Review the annual staff survey and determine any resulting actions Review the desirability of the Union becoming its own employer in 2022/23		Lead by example in all respects Approve minor amendments to employee policies and procedures Approve minor departmental restructuring and re-grading if resources are available Disciplinary process at gross misconduct, dismissal and appeal Monitor and identify Union-wide training and development needs Keep up to date personnel files and records for Union staff and officers	Monitor and identify staff training needs, feed into the Union's staff development plan and encourage staff to professionally develop Disciplinary process up to gross misconduct and dismissal Monitor and identify staff training needs and encourage staff to professionally develop Conduct and analyse the annual staff survey	Recruit and performance manage direct reports Monitor and identify staff training needs, feed into the Union's staff development plan and encourage staff to professionally develop Disciplinary process up to gross misconduct and dismissal Monitor and identify staff training needs and encourage staff to professionally develop
	Chair and Deputy Chair of the Board of Trustees	Union President and other Presidents'	Board of Trustees	Finance & Risk Sub-Committee	Charitable Services Sub-Committee	Chief Executive Officer	Deputy CEO	Head of Business & Development
Risk Management	All - Participate and enhance the positive culture of risk management that also supports and encourages new ideas, innovation and creativity							
	Lead, with the President, the creation of a positive culture of risk management	<i>Union President</i> Lead, with the Chair, the creation of a positive culture of risk management	Overall responsibility for risk management Receive the updated Risk Register & Dashboard for note at every Board meeting	To review and input into the Risk Register & Dashboard Set the Union's overall risk management approach	Consider risk within the Union's charitable services as part of an effective system of management and mitigation	Encourage staff and officers to challenge norms and assumptions and create a culture of innovation and creativity	Identify and minimise risk at a departmental level	Maintain and update the Risk Register with input from managers once a month Act as the Union's Data Protection Champion

	Chair and Deputy Chair of the Board of Trustees	Union President and other Presidents'	Board of Trustees	Finance & Risk Sub-Committee	Charitable Services Sub-Committee	Chief Executive Officer	Deputy CEO	Head of Business & Development
Financial Management	All - Ensure the Union's financial and other resources are utilised effectively for biggest possible positive impact for our beneficiaries and the Union continually represents value for money							
	<p>Write the Trustees' Report for the Financial Statements, with the Chief Executive Officer, and present this to the Annual General Meeting and Annual Members' Meeting</p> <p>Chair</p> <p>Approve unbudgeted or budgeted capital or revenue expenditure up to £2.5k</p> <p>Jointly approve, with the Chief Executive Officer, unbudgeted or budgeted capital or revenue expenditure between £2.5k to £5k</p> <p>Jointly propose, with the Chief Executive Officer, unbudgeted or budgeted capital or revenue expenditure over £5k to the Finance & Risk Sub-Committee (F&RsC)</p>	<p>Union President</p> <p>Present, with the Chief Executive Officer, the Union's accounts to the University's Finance & Resources Committee</p> <p>Present, with the Chief Executive Officer, the Union's annual budget to the University's Finance & Resources Committee</p>	<p>Overall responsibility for the Union's finances</p> <p>Approve annual budget proposals</p> <p>At the AGM of Company Law Members:</p> <ul style="list-style-type: none"> Approve the Financial Statements; Appoint auditors and bankers; and Approve the Letter of Representation to external auditors Approve the Union's continued affiliations (subject also to approval at the Annual Members' Meeting) 	<p>Detailed review of annual budgets prior to approval by the Board</p> <p>Scrutinise management accounts, balance sheets, cash flow and debtors</p> <p>Approve and review Financial Procedures and finance policies</p> <p>Oversee the annual audit</p> <p>Review external auditors' report prior to submission to the Board</p> <p>Approve and review the Reserves Policy</p> <p>Approve unbudgeted or budgeted capital or revenue expenditure of over £5k</p>	<p>Review the joint budget for competitive sport as defined by the Club Sport Partnership</p>	<p>Present the Union's accounts to the University's Finance & Resources Committee</p> <p>Present the Union's annual budget to the University's Finance & Resources Committee</p> <p>Act as the 'Senior Manager' in accordance with the Financial Memorandum</p> <p>Overall management of the Union's finances, ensuring that resources are utilised efficiently and effectively</p> <p>Jointly approve, with the Chair, unbudgeted or budgeted capital or revenue expenditure between £2.5k to £5k</p> <p>Jointly propose, with the Chair, unbudgeted or budgeted capital or revenue expenditure over £5k to the F&RsC</p>	<p>Approve budgeted or unbudgeted expenditure of up to £1k</p> <p>Departmental responsibility for income and expenditure</p> <p>Receive and monitor monthly financial performance update and take appropriate action in response thereto</p> <p>Deliver the financial plan and work within the Finance Procedures at departmental level</p>	<p>Act as Secretary to the F&RsC</p> <p>Approve budgeted or unbudgeted expenditure of up to £1k</p> <p>Devise and Implement the Financial Procedures and finance policies</p> <p>Fulfil all finance functions, including payments, compiling accounts and reports and all other financial duties as required by the Chief Executive Officer and the Board of Trustees or F&RsC</p> <p>Lead on all Union tenders</p>